



Alpine County Office of Education Alpine County Unified School District

Patrick Traynor, Ph.D., Superintendent

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DATE: January 8, 2019

TO: Alpine County Unified School District Board of Trustees

FROM: Patrick Traynor, Ph.D., Superintendent

SUBJECT: Authorized District Agents

I am recommending we authorize the following people, in the areas designated, to act as legal agents for the Alpine County Unified School District for the 2018-2019 school year:

1. Patrick Traynor, Ph.D. as the Secretary to the Board.
2. Patrick Traynor, Ph.D. as the authorized agent for state, district, and federal programs.
3. Patrick Traynor, Ph.D. to sign all warrants issued by the district.
4. Patrick Traynor, Ph.D. to hire Board-approved certificated and classified personnel.
5. Klaus Leitenbauer as the authorized business agent for matters dealing in finance.
6. Patrick Traynor, Ph.D. to enter into legal contracts for the district per Board policy.
7. Patrick Traynor, Ph.D. to sign petty cash checks.
8. Klaus Leitenbauer to sign petty cash checks.
9. Klaus Leitenbauer as representative for the district to the Tuolumne JPA.
10. Lia Story, as authorized agent for the Department of Justice, Fingerprint Documentation.
11. Klaus Leitenbauer as authorized official to sign CAL STRS certification documents.